

Transportation Co-op Committee  
July 29, 2021 - 9:00am-12:30pm  
Via WebEx

**Next meeting**

Thursday, September 23<sup>rd</sup>

**Attendees**

Bob Baca	Chris Lee
Daniel Burke	Ross McKeown
Ryan Carillo-Kovach	Alicia Murillo
Patricia Chen	Robert Newman
Gabriel Corley	Jason Nutt
Boris Deunert	Sean O'Brien
Arnold Dichosa	April Perez-Hollins
Marina Espinoza	Robert Peterson
Teresa Favila	Bruce Roberts
Sherri Graham	Mario Rodriguez
Felicia Haslem	Mark Samuelson
Daniel Hawk	John Thurston
Kelly Hobbs	Maura Twomey
Sarkes Khachek	Paul Vargan
Sujaya Kalainesan	Najee Zarif
Dee Lam	Notetaker: Susan Herman

**Agenda Committee**

Dee Lam  
Patricia Chen  
Robert Newman  
Sherri Graham  
Rick Tippett  
Mark Samuelson

**Desired outcome:**

Regular meeting in the morning followed by orientation for new members and progress to date. Review and assess our effectiveness, validate the charter, set direction and priorities for the future. Identify strategies to improve TCC effectiveness.

**Charter/Purpose**

California Transportation Cooperative Committee serves to:

- Address transportation funding, procedural and legislative issues related to project delivery from a local perspective. (reviewed January 2021).
- Enhance the working relationship between cities & counties, COGs and RTPAs, Caltrans, CTC and FHWA. This extends to improving communication with all stakeholders. Collaboration is a key method. (reviewed January 2021)
- Spread information and improve access to all stakeholders through the use of technology. (reviewed January 2021)
- Partner with Caltrans and FHWA to improve efficiency and enhance the ability to meet all stakeholder needs. (reviewed January 2021)

## Ground Rules

Start on time. End on time or early.  
 Identify if you have to leave early and have an agenda item.  
 Consensus decisions. You must be able to live with it.  
 Keep side conversations silent.  
 Send alternate if you are not able to attend.

## Upshot

These are the assignments made at the meeting. As new ones are added they will be appended to the list. As assignments are completed or closed, they will be marked as Complete or Closed but left on the list for one meeting. This will provide a running record of assignments made at these meetings.

Item number	Status	Leads	Action	Date created	Target date
166	Closed—see Agenda item 12	Mark, Bob, Miguel, Rick	<p>Convene a work group for cities and counties, Caltrans and FHWA regarding emergency relief program. Determine what is working and what is not working. Share best practices.</p> <p>On 5/28/20 this item was combined with item 175: Invite FEMA representation at TCC meetings to discuss design build allowability and other emergency relief-related issues.</p> <p>7/23/20: See discussion under Agenda Item 8</p> <p>9/24/20: This action now on hold</p> <p>11/19/20: See discussion 7.2; NACE white paper, contacts made and invites extended</p> <p>1/21/21: See discussion under Item 12. Subcommittee to be formed to align emergency relief with representation from FEMA, FHWA, CalOES, and Caltrans.</p> <p>5/27/21: This item has been delegated to Bob Baca &amp; Robert Peterson—can be addressed now under 2021 Objectives. Tom Mattson is convening a subcommittee, which will report out periodically.</p>	01/24/19	2021
177	Open	Felicia, Sujaya	<p>Database project. Working with IT to access project funding by locals. ADA remediation in progress; data warehouse being looked at and use of Tableau.</p> <p>On 5/28/20 Patricia clarified this item's purpose: Find a way for local and regional agencies to access data (FADS, other sources) that would help them monitor progress toward critical project deadlines and prevent inactive obligations. Now that ADA updates are</p>	05/30/19	End of 2021

			<p>complete, Mark will identify an IT team to conduct demonstrations of Tableau and/or other tools &amp; evaluate usability.</p> <p>On 7/23/20 Mark reported on progress and invited members of the TCC to be part of the subgroup to develop database access procedures.</p> <p>9/24/20: see discussion item 7.1</p> <p>11/19/20: Discussion 7.3; Dashboard template, data queries, and reports are being refined.</p> <p>1/21/21: Discussion 7.1; Districts will test in February, data to be used for quarterly status meetings beginning in March. Rollout to agencies anticipated in April</p> <p>5/27/21: Programming logic to get PED tab ready for use—goal by end of June. 4 tabs for Federal data are also targeted for completion at end of 2021.</p> <p>7/29/21: see Discussion 9</p>		
179	Open	Rick, Kelly, Tom, Najee, Boris	<p>Workgroup on Environmental Review process challenges; E4/E5 get a better picture of what the actual problems are</p> <p>Kelly's team will follow up with Rick (input from counties) and Jason (input from cities) and lead a "forensic analysis" of environmental review-related project delays</p> <p>On 5/28/20 item 172 was folded into this item, shifting focus away from changing the NEPA assignment's MOU language towards refining NEPA process and procedures based on outreach, "smart" PES forms, and other changes Kelly Hobbs is overseeing.</p> <p>181 and 182 were also folded into this item</p> <p>7/23/20: See discussion under Agenda Item 8</p> <p>9/24/20: see discussion item 7.2</p> <p>11/19/20: See discussion item 7.4; Value analysis and smart PES form are in progress</p> <p>1/21/21: See discussion 7.2; main reasons for environmental delays identified, solutions include education on PES form and update of</p>	09/26/19	2021

			<p>the form itself. Additional subcommittee members sought to continue analysis and create new proposals.</p> <p>5/27/21: CEQA for NEPA project still under discussion in the workgroup. PES form—draft model is being piloted with active projects. TCC members are requested to send names to Kelly so feedback from partners can be completed. Two process models: one where local agency does PES form; other where Caltrans staff starts the PES form. Continuing to look at other issues that affect environmental process. See Agenda Item 11 and meeting materials: crosswalk from old process to new, showing updated requirements and streamlining.</p> <p>7/29/21: See discussion 10</p>		
183	Open	Bruce	<p>Clarify consultant selection process by comparing Public Contract Code and Government Code citations regarding procurement of architectural and engineering (A &amp; E) services. Are the codes in conflict? Which code do local agencies follow when funds pass through Caltrans for low-cost transportation projects?</p> <p>Letter sent to Legal for opinion on May 19, 2020</p> <p>7/23/20: See discussion under Agenda Item 8</p> <p>9/24/20: Dee will advise on any further actions needed; see discussion item 7.6</p> <p>11/19/20: Further report to be provided at January meeting</p> <p>1/21/21: still undergoing legal review</p> <p>5/27/21: Legal review is complete; it has informed updates to Ch 10 LAPM. Maura Twomey will be part of stakeholder review committee for Ch 10, which will begin work in early summer.</p> <p>7/29/21: Item re-assigned from Kamal Sah to Bruce; he will update next time</p>	01/23/20	2021
184	Closed—see Agenda Item 12	Mark	<p>Shorten allocation request process to fewer than 58 days—complete Lean 6 Sigma phases 2 and 3. See Discussion Item 9.</p>	1/21/21	2021

			5/27/21: Action item has been delegated to Jaime. It is part of 2021 Strategic Objectives and will move off the Action Item list.		
185	Complete	Dee	Toll credit policy. Dee will convene conversation on this with Keith Duncan in Budget Resources. See Agenda Item 3.5.  7/29/21: Mark and Robert have taken the lead. Caltrans Budgets assures that current toll credits will still be available for several more years. Agency will apply for credits again in the future. Section 130 RR crossings and Off-system bridges utilize toll credits heavily and have done so successfully. Item is resolved.	5/27/21	2021
186	Open	TCC Agenda committee	Re-authorization of federal transportation bill. Present summary of new proposals in federal reauthorization such as Safe Routes to School, climate, selling toll credits to other states—how would these impact State and Local programs? Invite Giles Giovinazzi or Nicole Longoria.  7/29/21: Nicole will provide an update next time.	5/27/21	July 2021
187	Open	Jeanie	Use of State budget surplus to move some funding for bridges into Local to allow the HBP program to meet its performance measures on NHS. Same for HSIP. Jeannie will take this back for discussion with Michael Johnson and peers on project delivery side.  7/29/21: Dee will re-convene with Jeanie on her return from time off	5/27/21	July 2021

### Agenda Item 1. Introductions and Agenda review

- 1.1. Dee reviewed the agenda

### Agenda Item 2. Webex Housekeeping

- 2.1. Alicia's last meeting, her replacement will be Sherri Graham

### Agenda Item 3. DLA Update, Dee Lam

- 3.1. Staff updates. Bruce Roberts joins today—acting Office Chief, Guidance and Oversight
- 3.2. Sujaya shared the OA update. Still close to 62% utilization of OA. Many projects pending in queue so this amount will come down. Remaining OA \$462M.
- 3.3. Working with agencies on loan agreements for apportionment transfer. First time attempting this. STBGP loan for moving apportionment from one urban region to another was approved by FHWA.
- 3.4. Project Status meeting coming up for tracking PE>10s and other milestones, following up with districts to obtain updates.
- 3.5. Bruce introduced himself in his new role.

- 3.6. Dee gave an overview of the Organizational Effectiveness Study to launch soon, duration 6 months. Still in planning/scoping phase.
  - 3.6.1. Goal is to crystallize direction for the local assistance program and build capacity for increased customer service and engagement with partners.
  - 3.6.2. Pillars: direction, structure, process, systems, knowledge/skills/abilities
  - 3.6.3. Data from about 10 interviews will be gathered to inform the study—watch for volunteer solicitations
  - 3.6.4. Desired outcomes of study: implementation plan to guide resourcing, understand how work groups and subteams are integrating

#### **Agenda Item 4. FHWA Update, Dan Hawk**

- 4.1. Finance. Current inactive rate is about 4% for the month, 6.47% for the quarter. Please try to bill earlier in the quarter rather than all at the end.
- 4.2. Infrastructure bill. No status, FHWA does not have stance on this now.
- 4.3. DBE. Administration is pushing equity a great deal, so expect more DBE related info, audits.
  - 4.3.1. Quotes from DBE subcontractors—make sure agencies get a copy
  - 4.3.2. Some issues where prime contractors are not getting quotes from DBE subcontractors; this is a federal requirement.
- 4.4. Local hiring preference. SEP-14 pilot is ongoing, 3-6 California agencies have applied. If your agency has a local hiring preference, e.g. veterans, this is allowed on Federal aid projects on an experimental basis.

#### **Agenda Item 5. RTPA Update, Patricia Chen**

- 5.1. RTPA meeting on June included presentation from Mike Quigley from the California alliance for jobs. Rebuildca.org. They are looking for agencies to submit comments on the stormwater issue, California General Permit.
  - 5.1.1. State Water Board website has an info page; first hearing is August 4
  - 5.1.2. Contact Patricia for Mike Quigley's contact info.
- 5.2. Presentation on Inter-regional Strategic Plan from Scott Sauer.
  - 5.2.1. The draft report can be found here: <https://dot.ca.gov/-/media/dot-media/programs/transportation-planning/documents/system-planning/systemplanning/2021-itsp-aug2021-a11y.pdf>
  - 5.2.2. Priorities have shifted since the last transportation strategic plan in 2015. Those were: climate change, fire preparedness, emergency evacuation. New emphasis is on equity, zero emission charging infrastructure (as focus for climate change), VMT. This influences what gets funded through the ITIP.
- 5.3. Yatman Kwan of Office of Smart Mobility and Climate Change described a plan to convene regions regarding procuring and storing data and modeling; Caltrans can share about tools they're currently using, as can local and regional agencies.

#### **Agenda Item 6. CTC Update, Teresa Favila**

- 6.1. SB-1 program workshops. Kickoff workshop for competitive programs August 24 from 1-4pm. It will cover Local Partnership, Congested Corridors, and Trade Corridors.

- 6.2. Training workshops will continue to be virtual, as will the August 18-19 CTC meeting.
- 6.3. STIP guidelines still being updated. Teresa will post an updated draft soon including up-to-date information on the ITSP. She invited feedback on implementation portion in guidelines.

## **Agenda Item 7. Review of Action Items and Break**

## **Agenda Item 8. HSIP Committee/HBP Advisory Committee Updates, Robert Peterson**

- 8.1. HSIP. Tom Mattson stepped away from TCC, so another representative is needed to fill that position on the HSIP committee. The two committees meet back-to-back each time.
  - 8.1.2. Cycle 10. Implementing program using State funds. Guidance, training in place for agencies to use the State-funded process. Many projects are still in the process with Federal dollars. OA balance will zero out next year. When OA is used up HSIP will no longer be able to over-program as it has done in recent years.
  - 8.1.3. The HSIP implementation plan calls for at least a 60 Local - 40 State split of Federal apportionment.
  - 8.1.4. Several agency representatives will attend this afternoon's meeting to request extensions for projects they did not deliver within the 5-year window. New fillable PDF scope/ cost/ schedule form is under development.
  - 8.1.5. Issuing Office Bulletin soon to announce requirement in Cycle 11 for agencies to have Local Road Safety Plan (or SSARP or equivalent).
- 8.2. HBP. Office Bulletin has been issued on reforms to keep the program sustainable. Many projects meet the requirements but cannot be funded yet due to lack of programming capacity.
  - 8.2.1. Agencies building high cost bridges bear larger contribution percentages; percent increases in straight line proportion to cost of project.
  - 8.2.2. Rather than using toll credits, Off-system bridges now have a 11.47% match (similar to On-system match of 20%). Program managers are notifying agencies of the change and checking whether they still want their bridge in the program. Most have responded yes.
  - 8.2.3. Ross suggested an agenda item for HBP Advisory Committee related to new bridge money being considered in Congressional infrastructure bill; solicit input from legislative liaison regarding how much will come to local agencies. [Comment from Upshot item 186]
  - 8.2.4. Roberta Jensen will join the team of HBP managers on August 2. She has background in structure, load rating.
- 8.3. Value Analysis of HBP. Consultant is on board. Questionnaire developed; individual interviews planned to determine short-, medium-, and long-term improvements for the program. Feedback should be ready by end of 2021. Dee encouraged participants provide constructive comments. CSAC pushed the survey out to all county Public Works directors today.

## **Agenda Item 9. Data Access/Inactives >24 Months, Felicia Haslem**

- 9.1. Inactives: 240 projects, 76 on "repeat offenders" list. Strategy to meet nationwide FHWA 2% inactive goal is to invoice to keep agencies in compliance.
  - 9.1.1. Justifications and cost estimates are due from agencies on August 6. Without cost estimate, funds that haven't been expended will be withdrawn. Emails went to DLAEs.
  - 9.1.2. Felicia recommended subscribing to email list and blog to stay up to date: <http://www.localassistanceblog.com/2021/07/16/immediate-action-required-for-inactive-projects-24-months/>
- 9.2. PE>10, Must show acquisition of Right of Way.

- 9.2.1. Time extension requests were due June 30—150 have been received so far, FHWA approval is already underway.
- 9.2.2. Department also lists projects with PE>8, to be proactive. Please check project statuses—400 projects are in this category.
- 9.3. Data tool to help local agencies keep track. Subcommittee will test it during next meeting
  - 9.3.1. Tab for Current PED Status, Expiration group, and Phase is done.
  - 9.3.2. Data governance help from another division—cleanse data, coding, converting from Excel
  - 9.3.3. Please look at instructions and comment on usability.
  - 9.3.4. Critical dates training will be presented to RTPA group on September 8.
  - 9.3.5. Felicia will post the Excel file for subcommittee members' feedback.
- 9.4. Agency Certification Program. Local agency stakeholder meeting was held last week; received well. Applications, monitor, and performance measure procedures still in the works. Data from the new tool will feed into certification program.

### **Agenda Item 10. Environmental, Kelly Hobbs**

- 10.1. Recent NEPA process improvements
  - 10.1.1 No longer requiring Section 7 of Endangered Species Act.
  - 10.1.2. Also, changed requirement of obtaining a biological opinion from US Fish & Wildlife Service or National Marine Fishery Service. Agencies can now obtain biological opinion during final design rather than during preliminary design. This is because 60% of projects under previous process had required re-work while design was still occurring.
- 10.2. RBSO updates
  - 10.2.1. Agencies no longer required to have a hydraulics engineer sign off on the location hydraulic study—staff now empowered to make those decisions. This will allow flood plain projects to be processed faster.
  - 10.2.2. New PES form & process for PES form intake. Currently working on pilot with district staff, bug analysis. Few months out from asking others to volunteer to deliver projects with the new process.
- 10.3. CEQA for NEPA reciprocity. No decision from Caltrans on whether to apply for this, but getting closer. Comments sought from several partners—draft response received from CSAC. One idea received is to consider delegating environmental responsibilities below level of Caltrans. This may not be actionable.
- 10.4. Ongoing audit of environmental compliance process-related delivery problems was the genesis of what is now an organizational assessment of the Division of Local Assistance as a whole, as Dee has described.
  - 10.4.1. Actively engaged with Phil Stolarksy Division of Environmental Analysis; NEPA process improvement team within DLA is still at work on preliminary and post-NEPA process improvements.
  - 10.4.2. Kelly is meeting with Rick, Najee, and Boris ahead of TCC meetings
- 10.5. Training August 10-11, Federal aid series: Environmental requirements for NEPA
  - 10.5.1. Also offering training in emergency relief environmental requirements, early scoping, NEPA re-validations.
  - 10.5.2. Patricia invited Kelly to present at her upcoming project delivery support workshop



## Agenda Item 11. Clean California, Dee Lam

- 11.1. [Clean California Local Grant Program](#)—SB 129, reflects majority of state budget agreement, part of California Comeback Plan.
- 11.2. DLA has been asked to plan, administer, and monitor the \$296M local grant 2-year program. These are regular state legislative funds. Funding threshold of \$5M. Goals are to reduce amount of waste, debris in public pathways; beautify and improve public spaces; enhance public health, cultural connections, community placemaking. Advance equity for underserved communities.
- 11.3. Skeleton guidelines developed. TCC members will be invited to participate and provide feedback through two workshops to be held in September and November. Scoping guidelines will be key.
- 11.4. Implementation of projects and outcomes in 2-year window. Match from 0-50% of project costs. Expected to fund 100 projects/year. Funds must be expended within two years.
- 11.5. Ideal project types: litter abatement, events, educational programming, greening, landscaping
- 11.6. Guidelines and application, evaluation criteria to be developed by January 2022; issue call for projects. Award grants in March.
- 11.7. Will not go through the allocation CTC process—exact procedures will be worked out with DLAEs; PR office helping with outreach effort.
- 11.8. Local grant program is \$296M but it is a component of larger Clean CA initiative. Initiative includes funding for On-system.
- 11.9. Reimbursement structure in place; considering advance payment option too. Hope is to streamline the reporting process to ensure Caltrans is delivering the desired outcomes.

## Roundtable prior to Item 12.

- R.1. Patricia shared LA Metro's rapid equity assessment tool to screen projects for impacts on equity and environmental justice. [https://www.apta.com/wp-content/uploads/LA\\_metro\\_Rapid\\_Equity\\_Assessment\\_v6.pdf](https://www.apta.com/wp-content/uploads/LA_metro_Rapid_Equity_Assessment_v6.pdf)
- R.2. Sean O'Brien noted Office of Resource Management has issued look ahead reports showing projects per district coming up on their Cooperative Work Agreement (CWA) expiration dates and lapsing dates. This date ties to Finance letter for base timeline. Additional funds add to the window. Submit for final invoicing by April 1 to allow for back and forth.
- R.3. Najee asked for link to a website with PED dates coming up—how often is this updated? Sean noted that this will come out via email.
- R.4. Training or guidance on best practices for obligating funds may be useful for many agencies. Lapsed funds have serious implications. Sean noted that such training does exist for districts; also, CWA topics will be included at September 8 training.

## Agenda Item 12. Implementation Efforts for California Transportation Plan 2050, John Thurston, Gabriel Corley, Ryan Carrillo-Kovach (Division of Transportation Planning)

- 12.1. Ryan shared presentation slides on CTP—state's long term transportation plan that uses technical modeling and research. What can we do to make the system the best it can be? Entire plan can be accessed here: <https://dot.ca.gov/-/media/dot-media/programs/transportation-planning/documents/ctp-2050-v3-a11y.pdf>

- 12.1.1. Goals are safety, climate, equity, accessibility, quality of life/public health, economy, environment, infrastructure.
- 12.1.2. Each of the recommendations support multiple goals.
- 12.1.3. CTP informs and is informed by other planning programming, e.g. CAPTI
- 12.2. Implementation of CTP will involve coordination with external agencies
  - 12.2.1. Yearly progress reports will have performance measures tied to goals & recommendations; will use statewide data sets such as number of annual fatalities
  - 12.2.2. Stakeholders will have opportunities to provide input on the report each year
  - 12.2.3. Having CAPTI engage the same goals was a big boost—great opportunity to align multiple state efforts
  - 12.2.4. Part of implementation process is developing a research roadmap with DRISI
  - 12.2.5. Pricing work group and policy advisory committee will form an interagency body to discuss pricing and implement a statewide pricing policy

**Agenda Item 13. Review of 2021 Objectives**

- 13.1. High-level objectives stay in list below; more discrete actions stay in Upshot list. Allocation process items stay in Upshot list.
- 13.2. Committee on FEMA/ER/CalOES hasn't had a reason to meet. Rick Tippett originally had concerns; primarily relevant to Norcal counties? Table the item until speaking with Rick.
- 13.3. Database—keep it on Upshot list only. Same for Environmental.
- 13.4. Federal Reauthorization Process to stay on Objectives list—is TCC the right venue for discussing how federal money gets distributed? Item wording needs clarification.
  - 13.4.1. Decisions regarding this are not made in TCC. CSAC, CEAC, League of Cities are best advocates for funding.
  - 13.4.2. Or, keep group on the objectives list as reminder to stay involved. Change item to “information sharing to ensure that local stakeholders on the TCC stay informed as the discussion progresses.”
- 13.5. HBP Advisory item—this information is already shared through Robert's Office Chief reports. Make “Program reform” an objective instead?
- 13.6. CAPTI item—is this mainly informational?
- 13.7. Survey to gather more perspectives on what main TCC objectives should be?—previous one went out in 2016. Chris Lee and Robert Newman volunteered to revise survey and bring it back.

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- 1. Lean 6 – Allocation Process: **Lead** \_\_\_\_, Jaime Espinoza, **Team** Patricia Chen, Maura Twomey
  - a. A lead does need to be established
- 2. STIP Programming Process vs. Allocation Process, why are we doubling efforts?: **Lead** April Perez-Hollins. **Team** Patricia Chen, Maura Twomey, Rick Tippett, Ross McKeown, Mary Reyes
  - a. CTC feedback and clarification
  - b. How can we reduce efforts?
- 3. FEMA/ER/CalOES Processes: **Lead** Robert Peterson and Bob Baca; **Team** Peter Pangilian, Dan Hawk, Mark Samuelson, Jason Nutt, Rick Tippett, Mary Reyes

4. Access to LP2000 database by Locals (keep going): **Lead** Felicia Haslem and Robert Kroepfl, **Team** existing, Ross McKeown
5. Environmental: **Lead** Kelly Hobbs, **Team** Rick Tippett, Najee Zarif, Boris Deunert
6. Federal Reauthorization Process – multi perspective: Najee Zarif, Ross McKeown, Mary Reyes
  - a. Expand funding for Local Bridge Program **Lead** Robert Peterson, **Team** HBP Advisory Committee, Najee Zarif, Ross McKeown, Mary Reyes
  - b. Safety (HSIP) **Lead** Robert Peterson, **Team** HSIP Committee, Najee Zarif, Ross McKeown, Mary Reyes
  - c. How does Federal money get distributed (60/40 split)? **Lead** Laura Quintana, **Team** Patricia Chen, Maura Twomey, Najee Zarif, Ross McKeown, Mary Reyes, Chris Lee
  - d. Advocacy role for local programs **Lead** TCC Member, **Team** Najee Zarif, Ross McKeown, Mary Reyes
7. HBP Reform, continue looking for other ways to make improvements: **Lead** Robert Peterson, **Team** HBP Advisory Committee
  - a. HBP Advisory Group should be consulted—work through this group
8. CAPTI, N-19-19: Watch how this evolves. Maura Twomey